

28 April 1981

MEMORANDUM FOR: Chief, Classification Review Division

FROM: [REDACTED]

Chief, Operations Branch

SUBJECT: Plans for NARS Briefing of CRD Reviewers

I met with Alan Thompson, Director of the Declassification Division, NARS, on 27 March 1981 to discuss, among other things, plans for NARS briefing of CRD reviewers. Mr. Thompson agreed readily and wholeheartedly with the proposal that NARS brief our reviewers. The particulars suggested, to be firmed up later by mutual consent, were as follows:

Objectives: I pointed out that our aim was to make our reviewers more knowledgeable and capable in their work and to expand their capabilities to make them potentially useful in other areas of records management.

Timing: It was agreed that the briefing occur in May, before people get into summer vacations. NARS would like at least one week for lead time to set it up.

Length: One day suggested but will depend on what it is finally agreed to cover. NARS is open on this.

Place: NARS is willing to hold it at their offices and I believe we should agree because a tour of some NARS offices is expected to be included and as a convenience to the NARS officials who will give the briefings, some of whom are working on a special project for the FBI from which they will have to be withdrawn for the purpose. These are the officials who regularly brief on their areas of expertise. NARS has a room that can accommodate up to 40 and possibly 50 persons.

Number of Participants: [REDACTED]

[REDACTED] Others in OIS may wish to attend, i.e., RMD has expressed an interest. We are probably talking about something like 30-50 people.

Subjects to be Covered: The following areas were suggested although NARS, and we, are totally open to any reasonable additions or changes:

- a. A basic briefing on NARS, what it is, what it does, how it does it. The basic description of NARS as a functioning organization. This should include the role NARS plays in the Presidential Libraries and other records repositories.
- b. Records Control Schedules, what they are, how they are created, and what they are intended to do. Should include a discussion of permanent verses temporary records.
- c. The accessioning process, how it works.
- d. The preparation and maintenance of records at NARS including ways the public and others are made aware of what's available for public use.
- e. How the public gets access to the records held at NARS. Discussion should include safeguards to protect classified material and a description of the types of people who visit NARS and their purposes.
- f. NARS' Systematic Declassification program, how it works. Discussion should include description of guidelines used; procedures; how classified information is handled, particularly FGI; classification coordination-with whom and problems encountered. What happens when there is a flap?
- g. A tour to see how the records are stored, how access to them is controlled, of the researchers' room to see how requests are made and how they are serviced.

The above subjects are not meant to be all inclusive or final. Other suggestions would be welcome. We will also try to get any materials that would be helpful and pass them out before the briefing. Some of the above suggested subjects may be combined if that is the way NARS normally handles them. Alan Thompson will try to get the officials who normally cover each subject to give the briefing so we should have the most expert people available.

NATIONAL ARCHIVES AND RECORDS SERVICE
ORIENTATION
June 16, 1981

- 8:45-9:00 Assemble in Room 503, National Archives Building, Pennsylvania Avenue Entrance, 8th and Pennsylvania Avenue, NW.
- 9:00-9:30 Organization/Structure of NARS (Adrienne Thomas).
- 9:30-10:00 Archival Terminology (Alan Thompson).
- 10:00-10:15 Break.
- 10:15-10:45 Basic Laws Governing NARS (Adrienne Thomas).
- 10:45-11:45 Records Appraisal/Disposition (Jerry Wallace).
- 11:45-12:45 Lunch. (Bring your own or use nearby Government cafeterias.)
- 12:45-2:00 Accessioning and Processing (Organizing and Describing) Records and Reference Service (Edwin Coffee).
- 2:00-3:00 Tour of National Archives Building (Alan Thompson and Jo Ann Williamson).
- 3:00-3:15 Break.
- 3:15-4:00 Access Procedures and Problems (Including FOIA, Mandatory Review, Privacy, Deeds of Gift and Security of Holdings) (Bill Leary and Alan Thompson).
- 4:00-5:00 NARS Systematic Declassification Program (Alan Thompson and Jo Ann Williamson).

*Main Elevators
5th floor*

Theater Lobby

*Turn right three doors
on down the hall on the left
to #503*

*Query re 325 forms
& compare to
current procedure*

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- b. Records Control Schedules, what they are, how they are created, and what they are intended to do. Should include a discussion of permanent verses temporary records.
- c. The accessioning process, how it works.
- d. The preparation and maintenance of records at NARS including ways the public and others are made aware of what's available for public use.
- e. How the public gets access to the records held at NARS. Discussion should include safeguards to protect classified material and a description of the types of people who visit NARS and their purposes.
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- g. A tour to see how the records are stored, how access to them is controlled, of the researchers' room to see how requests are made and how they are serviced.

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June 16

NARS BRIEFING

Subjects to be Covered: The following areas were suggested although NARS, and we, are totally open to any reasonable additions or changes:

- a. A basic briefing on NARS, what it is, what it does, how it does it. The basic description of NARS as a functioning organization. This should include the role NARS plays in the Presidential Libraries and other records repositories.
- b. Records Control Schedules, what they are, how they are created, and what they are intended to do. Should include a discussion of permanent verses temporary records. *Archival appraisal of records.*
- c. The accessioning process, how it works.
- d. The preparation and maintenance of records at NARS including ways the public and others are made aware of what's available for public use. *Archival arrangement; file integrity; principal of provenance.*
- e. How the public gets access to the records held at NARS. Discussion should include safeguards to protect classified material and a description of the types of people who visit NARS and their purposes.
- f. NARS' Systematic Declassification program, how it works. Discussion should include description of guidelines used; procedures; how classified information is handled, particularly FGI; classification coordination-with whom and problems encountered. What happens when there is a flap? *Computer product & problem.*
- g. A tour to see how the records are stored, how access to them is controlled, of the researchers' room to see how requests are made and how they are serviced.

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June 16, 1981
0900

One or two tours.

Will receive schedule & materials
in week or ten days.

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